

VISA INSTRUCTIONS FOR IMMIGRANT VISA APPLICANTS

This office has received a petition entitling you to immigrant visa classification as an alien proceeding to the United States. To prepare for your interview appointment with a consular officer, please read and follow carefully the instructions below.

FIRST: The total fee for an immigrant visa is U.S. \$325 or the local currency equivalent. Each applicant must be prepared to pay this fee on the appointment date.

SECOND: All documents not in English, or in the official language of the country in which application for a visa is being made, must be accompanied by **certified English translations**. Translations must be certified by a competent translator and sworn to be before a Notary Public.

THIRD: All Somali/Refugee Applicants please obtain: Marriage certificate, Divorce certificate, Death certificates and affidavit of birth. If an applicant has refugee status in another country, please submit original and copies of refugee or asylee documents. Examples include: 1) Government of Kenya Refugee Certificate or Alien card or 2) United Nations High Commission for Refugees (UNHCR) identification (often called the “UNHCR mandate”) 3) Government of Kenya UNHCR proof of Registration for refugees, 4) Ugandan Asylum Seeker/family Attestation Certificate or Ugandan Refugee Identity card.

Obtain the following documents on this checklist which pertain to you and bring to the Embassy on your interview date. **DO NOT send them to the office.**

DS260: [DS-260 Immigrant Visa Electronic Application and the DS-261 \(choice of Address and Agent\)](#) replaced the paper based DS-230 Application for Immigrant Visa and Alien Registration (parts I and II) and the DS-3032 (choice of Address and Agent). Beneficiaries submitting new cases that arrive at the National Visa Center from U.S. Citizenship and Immigration Services (USCIS) on or after September 1, 2013 will be instructed to complete the DS-260/261, in lieu of the DS-230/3032. We will not require DS-260s for beneficiaries of documentary qualified cases already in the process at NVC in September 1, 2013. For all other cases where NVC has occasion to send a “checklist” of missing documents after September 1, 2013 NVC will instruct petitioners/agents/beneficiaries to submit the DS-260 along with those missing documents, even if a DS-230 was already on the file. Those filing petitions locally, with USCIS Nairobi on or after September 1, 2013 must submit a DS-260 once the petition is approved. **Beneficiaries MUST enter the principle applicant’s DOB in YYYYMMDD format in lieu of an “Invoice ID” on the DS-260 login page**

PASSPORT: A passport must be valid for travel to the United States and must have at least six months validity beyond the issuance date of the visa. Children may be included in a parent’s passport, but if over the age of 16, they must have their photograph attached to the passport or their own passport.

BIRTH CERTIFICATE: One certified copy of the birth certificate of each person named in the application is required. Birth records must be presented for all unmarried children under age 21, even if they are not applying for a visa at this time. The certificate must state the date and place of birth and names of both parents.

UNOBTAINABLE BIRTH CERTIFICATES: If an official birth certificate is not obtainable, present the best possible secondary evidence, such as a baptismal certificate, hospital certificate, school records and/or a notarized affidavit from your parents.

POLICE CERTIFICATES: Each applicant aged 16 years or over is required to submit a police certificate from the police authorities of each locality of the country of the applicant’s nationality or current residence where the applicant has resided for at least six months since attaining the age of sixteen. Police certificates are also required from all other countries where the applicant has resided at least one year. A police certificate must

also be obtained from the police authorities of any place where the applicant has been arrested for any reason, regardless of the length of residence. Police certificates from certain countries are considered unobtainable. The consular office will advise you about any particular country.

COURT AND PRISON RECORDS: Persons convicted of a crime must obtain a certified copy of each court record and any prison record, regardless that they may have benefited from amnesty or pardon.

MILITARY RECORDS: A certified copy of any military record is required.

PHOTOGRAPHS: Two (2) photographs are required. The photographs must be a recent likeness, 2 by 2 inches in size, unmounted, with no head covering, and showing a full, front-face view against a light background. *Either color or black and white photographs are acceptable.* The applicant must sign (full name) on the reverse side of each photograph.

MARRIAGE CERTIFICATES: If you were married previously, obtain one certified copy of your marriage certificate(s), and one certified copy of the divorce decree or death certificate to prove the dissolution of each such prior marriage.

EVIDENCE OF SUPPORT: Evidence that will show that you and your children, if any, are not likely to become public charges in the United States. The enclosed information sheet, Optional Form 167, lists evidence that may be presented to meet this requirement of law. If an affidavit of support is to be submitted, Form I-134 should be used.

MEDICAL EXAMINATION: Arrange for a medical examination with one of the physicians listed on the attached information sheet. You are responsible for the cost of the examination. A Medical examination is also required for each child who will accompany you.